

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER				PAGE 1 OF											
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE							
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/ LOCAL TIME							
9. ISSUED BY		CODE				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS					
								13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>							
								13b. RATING							
								14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP							
15. DELIVER TO		CODE				16. ADMINISTERED BY		CODE							
17a. CONTRACTOR/OFFEROR		CODE				FACILITY CODE				18a. PAYMENT WILL BE MADE BY		CODE			
TELEPHONE NO.														18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER															
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT			
(Use Reverse and/or Attach Additional Sheets as Necessary)															
25. ACCOUNTING AND APPROPRIATION DATA										26. TOTAL AWARD AMOUNT (For Govt. Use Only)					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA										<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA										<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.										<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:					
30a. SIGNATURE OF OFFEROR/CONTRACTOR						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)									
30b. NAME AND TITLE OF SIGNER (Type or print)				30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)				31c. DATE SIGNED					

CONTINUATION SHEET TO SF1449

1. The following clauses require fill-ins by the offerors: E.3
2. This solicitation is being issued as a 100% small business set-aside.
3. The points-of-contact regarding this solicitation are listed below:

SUE COLLINS
Contract Specialist
Phone: (269)961-7119
E-MAIL: Sue.Collins@dla.mil
(FAX)(269)961-7165

or

VIRGINIA MAYHEW
Contracting Officer
Phone: (269)961-7130
E-MAIL: Virginia.Mayhew@dla.mil
(FAX)(269)961-4474

4. In compliance with the solicitation, the offeror agrees, if this offer is accepted within 60 calendar days from the date specified in the solicitation for receipt of offers, to furnish any or all services, within the time specified in the statement of work.
5. **AWARD WILL BE MADE ONLY TO A FIRM THAT IS CERTIFIED AND LICENSED BY THE UNITED STATES POSTAL SERVICE AS A NATIONAL CHANGE OF ADDRESS (NCOA LINK™) FULL SERVICE PROVIDER.**
6. **AWARD WILL BE MADE ONLY TO A FIRM THAT IS REGISTERED IN THE CENTRAL CONTRACTOR REGISTRATION (CCR). TO REGISTER IN THE CCR GO TO <http://www.ccr.gov> OR CALL 1-888-227-2423.**

**SECTION B - SERVICES SUPPLIES
BID SCHEDULE**

BASE PERIOD (12 MONTHS)

CLIN	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED TOTAL PRICE
0001	UPDATE OF CAGE CODE DATABASE In accordance with the statement of work	1	EA		

1ST OPTION PERIOD (12 MONTHS)

CLIN	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED TOTAL PRICE
0001	UPDATE OF CAGE CODE DATABASE In accordance with the statement of work	1	EA		

2ND OPTION PERIOD (12 MONTHS)

CLIN	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED TOTAL PRICE
0001	UPDATE OF CAGE CODE DATABASE In accordance with the statement of work	1	EA		

3RD OPTION PERIOD (12 MONTHS)

CLIN	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED TOTAL PRICE
0001	UPDATE OF CAGE CODE DATABASE In accordance with the statement of work	1	EA		

4TH OPTION PERIOD (12 MONTHS)

CLIN	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED TOTAL PRICE
0001	UPDATE OF CAGE CODE DATABASE In accordance with the statement of work	1	EA		

Total Base and all Option Periods: \$ _____

**STATEMENT OF WORK (SOW)
COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE
VENDOR UPDATE**

B.1 INTRODUCTION

The Defense Logistics Information Service (DLIS) has a requirement to assign and maintain Commercial and Government Entity (CAGE) Codes for companies and agencies/activities doing business with the Federal Government. CAGE Codes assigned after 1996 are assigned and validated yearly through the Central Contractor Registration (CCR) process. CAGE Codes not registered in the CCR require yearly manual validation. This requirement is for a contractor to perform the manual validation.

B.2 SCOPE OF WORK AND STATEMENT OF TASKS

The contractor will receive the file in ZIP Code order via File Transfer Protocol (FTP). A copy of the CAGE Code file layout is provided below. All CAGE Codes shall be researched for current addresses and telephone numbers. All CAGE Codes will be returned consisting of 3 separate files: (1) CAGE Codes with new names, physical addresses, mailing address, if applicable, and phone numbers; (2) CAGE Codes with no changes and (3) CAGE Codes that cannot be located. The files shall be returned via FTP.

File Layout:

Field	Starting Position	Field Length	Description/Notes
CAGE Code	1	5	CAGE code for reference back to CAGE database
Status	6	1	One character code as noted below.
Name Line 1	7	36	Company name – concatenate with following fields
Name Line 2	43	36	Company Name (part 2)
Name Line 3	79	36	Company Name (part 3)
Name Line 4	115	36	Company Name (part 4)
Name Line 5	151	36	Company Name (part 5)
Address Line 1	187	36	First line of Physical Address
Address Line 2	223	36	Second Line of Physical Address
P. O. Box	259	36	Box number only w/o "PO BOX"
City	295	36	City Name
State ID	331	2	2 character State Postal Abbreviation
ZIP Code	333	10	5 or 10 character ZIP Code (10 character includes "-")
Phone Number	343	12	Format "999-999-9999"

File Format:

ASCII Flat File of 354 characters per record. Carriage return/Line Feed (CR/LF) record termination.

Sort order of file submitted by the Government to the Contractor will be ZIP Code ascending.

Format of output file submitted by the Contractor to the Government shall be the same as above with Address or Telephone number changes indicated by STATUS code as shown below.

Status Codes:

N	Not yet processed. All records will be status code N on the input file
A	Address ONLY changed or reformatted
P	Telephone number ONLY changed
2	Address AND Telephone number changed
X	Company not found – Mark obsolete

Contractor shall zip result file and place for transmission.

B.3 DEFINITIONS

B.3.1 Contracting Officer (CO): A Contracting Officer is a person duly appointed with the authority to enter into, change and administer contracts on behalf of the U.S. Government.

B.3.2 Contracting Officer's Representative (COR): A Contracting Officer may designate in writing individuals, in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement (DFARS), as CORs to perform specific technical or administrative functions.

B.4 PERIOD OF PERFORMANCE/DELIVERY

B.4.1 The basic period of the contract is 12 months. During this time, delivery shall be as follows:

B.4.1.1 Contractor shall perform one yearly manual validation of CAGE codes.

B.4.1.2 The Contractor shall begin performance upon receipt of the CAGE code file from the COR in accordance with all terms and conditions of the statement of work.

B.4.1.3 The update must be completed and submitted by zip file to the COR within ten (10) calendar days after receipt of the CAGE code file.

B.4.1.4 The COR has ten (10) calendar days from receipt of transmission to notify the contractor if documents are correct or if errors exist.

B.4.1.5 If the contractor is notified of errors, they have five (5) calendar days to make necessary corrections and resubmit corrected data via zip file to the COR.

B.4.1.6 The COR has five (5) calendar days to notify contractor if the corrected data is accurate. Clause B.4.1.5 will apply if the COR determines the data is still not accurate.

B.4.2 The Government reserves the right to extend the period of performance up to four additional years with four 12-month option periods being included in this requirement.

B.5 LATE DELIVERY AND/OR PERFORMANCE

If the contractor has difficulty meeting performance requirements, or when the contractor anticipates difficulty complying with the schedule or delivery date, the contractor shall immediately notify the Contracting Officer in writing, outlining the pertinent details of the anticipated delay and remedy. However, this notification shall not be construed as a waiver by the Government of any schedule or date requirements, or other remedies provided by law under this agreement.

B.6 CERTIFIED AND LICENSED DRMS (Dec 2005)

Contractors must be certified and licensed by the United States Postal Service as a National Change of Address (NCOA LINK™) Full Service Provider. Contractor is required to submit documentation.

SECTION C CLAUSES AND PROVISIONS

The following clauses/provisions are hereby incorporated by reference. Clauses may be accessed on the Internet at <http://farsite.hill.af.mil>.

C.1 CONTRACT TERMS AND CONDITONS – COMMERCIAL ITEMS FAR 52.212-4 (Sep 2005)

C.2 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS – COMMERCIAL ITEMS FAR 52.212-5 (Sep 2005)

In paragraph (b) the following clauses apply:

☒ (5) (i) 52.219-6, Notice of Total Small Business Aside (Jun 2003) (15 U.S.C. 644).

☒ (14) 52.222-3, Convict Labor (Jun 2003)(E.O. 11755).

☒ (16) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

☒ (17) 52.222-26, Equal Opportunity (Apr 2002)(E.O. 11246).

☒ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001)(38 U.S.C. 4212).

☒ (19) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998)(29 U.S.C. 793).

☒ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001)(38 U.S.C. 4212).

☒ (31) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct. 2003)(31 U.S.C. 3332).

In paragraph (c) the following clauses apply:

☒ (1) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005)(41U.S.C. 351, et seq.).

☒ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989)(29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X (3) 52.222-43, Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts)(May 1989)(29 U.S.C.206 and 41 U.S.C. 351, et seq.).

C.3 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS DFARS 252.212.7001 (Sep 2005)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

 X 52.203-3 Gratuities (APR 1984) (10 U.S.C. 2207)

C.4 CENTRAL CONTRACTOR REGISTRATION FAR 52.204-7 (Oct 2003)

C.5 SERVICE CONTRACT ACT – PLACE OF PERFORMANCE UNKNOWN FAR 52.222-49 (May 1989)

(a) This contract is subject to the Service Contract Act, and the place of performance was unknown when the solicitation was issued. In addition to places or areas identified in wage determinations, if any, attached to the solicitation, wage determinations have also been requested for the following: Wage Determination No. 1994-2133, Rev 28, dated 5/23/2005. The Contracting Officer will request wage determinations for additional places or areas of performance if asked to do so in writing by 4:30 p.m. EST, January 5, 2006.

(b) Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit bids or proposals. However, a wage determination shall be requested and incorporated in the resultant contract retroactive to the date of contract award, and there shall be no adjustment in the contract price.

C.6 INVOICING AND PAYMENT - SERVICES DRMS (Nov 2002)

(a) The contractor shall be paid upon submission of a proper invoice for services performed and accepted. Invoices must be submitted to Defense Logistics Information Service, ATTN: DLIS-RW, HDI Federal Center, 74 N. Washington Ave., Battle Creek, MI 49017-3084 or FAX to (269)961-4237. After certification of acceptance of services by the COR and receipt processing, DLIS-RW will FAX the contractor's invoice to DFAS-Columbus for payment.

(b) All payments will be made in accordance with the clause entitled PROMPT PAYMENT, FAR 52.232-25 (OCT 2003).

C.7 OPTION TO EXTEND SERVICE, FAR 52.217-8 (Nov 1999)

Fill in is: 30 days prior to the end of the current period of performance.

C.8 OPTION TO EXTEND THE TERM OF THE CONTRACT, FAR 52.217-9 (Mar 2000)

(a) Fill in is: 30 days prior to the end of the current period of performance.

(b) Fill in is: 48 months.

C.9 ALTERNATE PROTEST PROCEDURES, DRMS 52.233-9R01 (Jan 1997)

**C.10 DISPUTES: AGREEMENT TO USE ALTERNATIVE DISPUTE RESOLUTION,
DRMS 52.333-9R (Apr 2000)**

If you wish to opt out of this clause check here [☐].

SECTION D ATTACHMENTS

D.1 LIST OF ATTACHMENTS AND OTHER DOCUMENTS

This solicitation package consists of the following documents:

Section A, SF1449

Section B, Continuation Sheets for SF1449

Section C, Contract Clauses and Addenda

Section D, List of Attachments and other documents

Section E, Provisions and Addenda

SECTION E PROPOSAL SUBMISSION

E.1 EVALUATION FACTORS FOR AWARD

The Government will make award to the responsible offeror who has the lowest price.

E.2 PRICE PROPOSAL

The offeror shall provide a price for each contract line item number (CLIN) in the bid schedule. The offeror shall fill in the bid schedule on Page 3 of this package and submit it with their offer.

E.3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS -- COMMERCIAL ITEMS FAR 52.212-3 (MAR 2005)

This clause is incorporated by reference. It may be accessed on the Internet at <http://farsite.hill.af.mil>

Offerors must complete the Offeror Representations and Certifications at FAR 52.212-3 and return them with their offer.

E.4 CERTIFIED AND LICENSED DRMS (Dec 2005)

Contractors must be certified and licensed by the United States Postal Service as a National Change of Address (NCOA LINK™) Full Service Provider. Contractor is required to submit documentation with their offer.

E.5 SUBMISSION OF OFFERS

Offerors shall submit: Completed Bid Schedule (E.2), Offeror Representations and Certifications (E.3) and documentation of certification and licensing (E.4). Offers may be submitted by e-mail to sue.collins@dla.mil, by FAX to (269)961-4474 or mail to:

HDI Federal Center
ATTN: DRMS-POB, Sue Collins
74 Washington Avenue North
Battle Creek, MI 49017-3092